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15 March 1956

MEMORANDUM TO: Comptroller

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ATTENTION:

THROUGH:

(Support)

Office of the Deputy Director

SUBJECT:

Bonding of Officers and Employees

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1. A meeting was held on Friday, 9 March 1956 of the undersigned with four representatives of the Comptroller's Office --

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The purpose of the meeting was to discuss the issuance of an interim notice, pending the issuance of a regulation, which would make it possible to maintain complete records on bonded personnel.

2. As you will recall, the Pending Committee earlier decided that the position schedule bond would first be obtained to cover only personnel previously bonded as individuals. This personnel fell under five positions which are listed in the bond. Subsequently the Committee will consider the possibility of bonding additional officers and employees of the Agency occupying positions of a different nature. Currently, it is to be noted that when we drew up the position schedule we used the names of individuals who were then under bond. There is no assurance that this list includes the names of all persons actually performing bondable functions. The purpose of the draft notices attached is to bring about immediate and continuing reporting which would enable us to be sure that at any given time in the future we do have a full listing of all employees functioning as Agent Cashiers, Area Disbursing Officers and Assistant Area Disbursing Officers, Imprest Fund Cashiers, and Certifying Officers.

3. The attached drafts are for your concurrence. Since this office is responsible for the drafts, you may take this memorandum as our concurrence, although we should like to be consulted if any substantial changes are suggested. In order to expedite the issuance of these notices so that records that would be necessary for any claim under the position schedule bond may be brought up to par without delay, we suggest that after you have concurred in the drafts they be submitted immediately to the Deputy Director (Support) and Deputy Director (Plans) for authentication, without the concurrence of any other elements being sought.

Distribution:

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Orig &amp; 1 - addressee

Attachments 2

1 - ODD/S

Assistant General Counsel

1. H34-

1 - subject

2. H34-

1 - signer

1 - chrono OGC

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